

**MAYOR AND COUNCIL MEETING
TUESDAY, AUGUST 10, 2021, 6:00 PM**

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
- 3. APPROVAL OF MINUTES**
 - a. Mayor & Council Meeting – July 13 & 27, 2021
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Ordinance 576 – System Improvement Fee – first reading
- 6. STAFF REPORTS**
- 7. CONSENT AGENDA**
 - a. Brunswick Crossing – Letter of Credit Final Release – Hotel Public Water
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
- 10. ADJOURNMENT**

8/5/2021 10:56 AM

City of Brunswick
Mayor and Council Meeting Minutes

The July 13, 2021 City of Brunswick Mayor and Council Meeting was convened at 6:00 P.M. by Mayor Nathan Brown. The following members and staff were present: Nathan Brown, Mayor; John Dayton, Vaughn Ripley, Brian Sandusky, Andy St. John, Chris Vigliotti, and Angel White, Council Members; Dave Dunn, City Administrator; Carrie Myers, City Clerk; Kevin Grunwell, Chief of Police; Matt Campbell, Water Superintendent; Jeremy Mose, Waste Water Superintendent; Bruce Dell, Planning and Zoning Administrator; and Carmen Hilton, Main Street Manager.

Mayor's Remarks

- Mayor Brown read the following statement: The Brunswick City Council met in closed session on June 22nd at 5:15pm to discuss a personnel issue. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Brown; Council Members Dayton, St. John, Ripley, Sandusky, Vigliotti, and White were present. City Administrator Dave Dunn and Police Chief Kevin Grunwell were also present for the meeting.
- Mayor Brown recommended Walt Stull to serve on the Board of Appeals. Mr. Vigliotti made a motion to approve the appointment. Mr. Ripley seconded the motion, which passed 6-0. Mayor Brown swore in Mr. Stull.
- Mayor Brown mentioned the great attendance of the Independence Day Festival and thanked Lauren Spring for her planning efforts.
- Mayor Brown gave updates on the Railroad Square/Preservation Maryland meeting that happened recently.

Approval of Minutes

- Mayor and Council Meetings – June 8 & 22, 2021
- Mayor and Council Closed Meetings – June 8 & 22, 2021

Ms. White made a motion to approve the minutes. Mr. Sandusky seconded the motion, which passed 6-0.

Citizens' Forum

No comments received.

Introduction and Adoption of Resolutions and Ordinances

None.

Staff Reports

Staff presented highlights from last month's departmental activities.

Consent Agenda

- Purchase Order Approval – WW07-22 – Long Fence \$11,068
- Purchase Order Approval – PW4947 – PJ Trailers \$14,146
- DPW General Purchase Order Approval – Water Line Projects – for various water line replacement projects that are included in the FY22 budget. The general approval is because prices change so frequently and parts are difficult to obtain. This general approval will allow PW to purchase the parts in a more timely manner, then bring the purchase orders back to the Council

as an FYI.

Mr. Ripley made a motion to approve the consent agenda item. Mr. Sandusky seconded the motion, which passed 6-0.

Unfinished Business

None.

New Business

- Donation Request – BHS Varsity Cheerleading Squad

Ms. White made a motion to donate \$500 towards the purchase of uniforms for the varsity cheerleading squad. Mr. St. John seconded the motion, which passed 6-0.

- Event Applications
 - New Hope UMC – Back to School Block Party
 - Guided Outdoor Travels

Ms. White made a motion to approve the event applications. Mr. Ripley seconded the motion, which passed 6-0.

Mr. Dayton discussed his opinions of the proposed System Benefit Fee. Mayor Brown stated the System Benefit Fee would be brought back for a vote. He stated he will seek approval for infrastructure improvements, not sidewalks at this time.

Adjournment

The meeting adjourned at 6:38pm.

Submitted by: Carrie Myers

Approved By: _____ Witnessed By: _____
Mayor Date City Administrator Date

City of Brunswick
Mayor and Council Meeting Minutes

The July 27, 2021 City of Brunswick Mayor and Council Meeting was convened at 6:00 P.M. by Mayor Nathan Brown. The following members and staff were present: Nathan Brown, Mayor; John Dayton, Brian Sandusky, Andy St. John, Chris Vigliotti, and Angel White, Council Members; Carrie Myers, City Clerk; Kevin Grunwell, Chief of Police; and Matt Lynch, Police Captain.

Mayor's Remarks

- Mayor Brown swore in Police Captain Matt Lynch.
- Mayor Brown gave updates on the following projects: West B Street water line dust issue, Rt. 17 bridge resurfacing by SHA, and Frederick County health survey.

Citizens' Forum

No comments received.

Consent Agenda

- Purchase Order Approval – WW10-22 – JWC Environmental - \$10,589
- Purchase Order Approval – WW12-22 – Parkson - \$16,025

Ms. Myers stated these purchases were FY2022 budgeted expenses to sole source vendors. Mr. St. John made a motion to approve the consent agenda items. Mr. Sandusky seconded the motion, which passed 5-0.

New Business

- Event Applications Approval – vote anticipated
 - BARC – Wedding Vow Renewal Ceremony
 - BARC – 12th Annual Great Deadman's Hill Challenge
 - BARC – Hayride & Dance Entertainment for Downtown Halloween Party
 - BARC – Jingle Bell Run & Santa Stroll
 - BHS Athletic Boosters – River's Edge Endurance Challenge
 - Brunswick Public Library – Brunswick Library Family Storytime

Ms. Myers discussed the event applications. All were recommended for approval by staff. Ms. White made a motion to approve the event applications. Mr. Vigliotti seconded the motion, which passed 5-0.

Mayor Brown stated the City would be receiving over \$6.4 million in American Recovery Act funding from the federal government. He stated staff would begin planning expenditures and bring suggestions to the Finance Commission and Council for recommendations in the fall.

Adjournment

The meeting adjourned at 6:12pm.

Submitted by: Carrie Myers

Approved By: _____ Witnessed By: _____
Mayor Date City Administrator Date

**MAYOR AND COUNCIL OF BRUNSWICK
ORDINANCE NUMBER 576**

AN ORDINANCE OF THE MAYOR AND COUNCIL TO ENACT AN ANNUAL SYSTEM IMPROVEMENT FEE FOR THE CITY OF BRUNSWICK, MARYLAND.

WHEREAS, pursuant to the Annotated Code of Maryland, Local Government Article, Title 4, the City Charter of Brunswick, Section 16-3 and Section 16-39 authorizing the Mayor and Council to enact the annual System Improvement Fee for the City of Brunswick, and;

WHEREAS, the Mayor and Council recognizing the need to address the City’s aging infrastructure by enacting a System Improvement Fee, and;

WHEREAS, the Mayor and Council by Resolution shall establish the fiscal year System Improvement Fee rate, use and distribution to the General Fund and/or the Enterprise Funds to be used for Capital Projects, and;

NOW THEREFORE BE IT ENACTED by the Mayor and Council of Brunswick, the System Improvement Fee.

PASSED this 24th day of August, 2021 by a vote of ___ for; __ against; __ abstaining; and __ absent.

ATTEST: COUNCIL OF THE CITY OF BRUNSWICK

	By: _____
David B. Dunn City Administrator	Name: John Dayton Title: Mayor Pro Tem

APPROVED this 24th day of August.

ATTEST:

David B. Dunn City Administrator	Nathan Brown, Mayor Date: _____



Brunswick Main Street Manager Report to City Council

August 10, 2021

- ❖ Grant Update
 - Potomac Street Grill received the grant \$ for their HVAC repair
 - Façade Grant. Applications are due Friday, Aug 20.
- ❖ YIFTEE Gift Card Program
 - Thursday, August 5th \$21,393.68 has been redeemed with participating merchants!
- ❖ Social Media Update
 - Facebook Page Views up 77%, Post Reached up 49%, Post Engagements up 5%, Page Followers up 900%
 - Website: Updated the "Area Attractions" page; New "Finding Your Way" map page under the "Visit" section;
- ❖ WDVm/TRIPP Grant
 - Commercial (OTT) published on August 3rd on our media outlets!
- ❖ Summer Intern
 - Kim Shields has sent me the property owners who have not gotten back to her and I have emailed them. Next step is to have Kim call the owners directly.
 - Kim has begun to contact corporate sponsors.
- ❖ BMS Merchant Membership Letters
 - Edit/reviewed by Board – distribution September 1
- ❖ Communication Specialist Collaboration
 - Trail Guide commitments for two 3/4 pages of print ads in the next Trail Guide & 6 digital packages
- ❖ Promotions Committee
 - Throw Back on the Tow Path - The City permit has been issued. The National Park Service permit application went in this past week. Hanna has been contacted about catering buffet breakfast. The event has been added to our FB page\
 - Chocolate/Art Event is in planning/discussion phase
- ❖ Degree Six
 - Benjamin Ranieri and I will be meeting with two merchants on Friday, Aug. 6th regarding connectivity issues and possible bundling of services to get better prices and service
- ❖ Design Committee
 - Welcome Arch. No recent reports of any progress. Our contact with the Frederick Arts Council is no longer with them, so Wayne will be communicating with Louise Kennelly, FAC's Executive Director, for future progress reports.
 - Painting of white picket fence beside Kaplon building. Wayne will check into funding for the primer and paint (approx. \$50).

- Park benches. There are 9, most of which need refinishing. City to fund. Color options discussed. Consensus: Benches in Square Corner Park: Red to match gazebo and stage (and train station). All other benches: Burgundy (like the ones near the caboose). Will ask contractor for color palate.



Brunswick Police Department Monthly Report

Reporting Month and Year:
July 2021

Traffic Enforcement Activity				
	Month	YTD	PY Month	PY YTD
Maryland State Citations	9	28	1	64
Maryland State SEROS	0	11	0	6
Warning Citations	20	126	0	112
Parking Citations	9	48	23	77

Crime Report				
	Month	YTD	PY Month	PY YTD
Calls for Service	1093	6205	641	4662
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Assault	9	43	10	68
B&E	1	5	0	4
Theft	14	44	3	33
Auto Theft	1	3	0	0
Motor Vehicle Accidents	5	50	10	54

Department of Public Works

Mayor & Council Monthly Report for July 2021

Water Line Repairs and Maintenance

Put out leak detectors, used the correlation equipment to find water leaks. Installed 2 service lines on A st.

Sewer Line Repairs and Maintenance

Reading and relocating flow meters. Jet sewer at campground. Installed new manhole on H St. Started quarterly jetting of Galyn and B/C.

Water Valve Maintenance

Fire Hydrant Maintenance

Every week we continue to flow hydrants that show low chlorine or sediment. City wide flushing occurred.

Street Repair and Maintenance

Cold mix asphalt on water line and road repairs. Hot mixed over existing patches.

CIP Projects

Storm Drain Maintenance

Clean storms drains & grates. Completed the install of a new storm box, pipe, and inlet on Center.

Miscellaneous Tasks and Maintenance

Sidewalk inspections, Repairing or replacing road signs, Continued Park checks and maintenance.

Construction and Contractor Support

Flow test on Monocacy Pkwy.

Water Meters

Fixed broken meters, Installed meters, UTO's, Settlement reading, Turn offs, and re-reads.

Settlements – 46

Replacements – 6

Repairs – 6

High Bill Investigations (initiated by customer) – 31

New Meter Installs – 10

Sub-Meter Inspections- 0

Meter Inspections – 15

U&O Inspections – 15

Cut-offs- 0

Completed the monthly water meter leak scan. This is completed by reading all “RF” meters with the MX900 Automatic Meter Reading System, reviewing the gathered leak reports and informing residents where leaks are reported.

Continued to remove inside water meters where outside meters have been installed, per homeowner/ resident request.

Continued to distribute, retrieve and record portable pool meters.

Safety

Completed the fire extinguisher inspection for the month, monitored the park equipment and maintained vehicles. Repaired safety issues at different Parks. Continued filling sanitizing stations across town.

Completed monthly fire extinguisher inspection.

Confirmed LGIT is offering in house training again. Working on scheduling up-coming class for those that need Flagger Certification Training.



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

July Planning & Zoning / Code Enforcement Staff Report Mayor and Council 8-10-2021

PLANNING & ZONING REPORT

- **WB TOWER** Working to get steel correct for building placement and site prep for move.
- **BRUNSWICK CROSSING** Working on PWA releases SEC 1C and Hotel.
- **SPORTS COMPLEX** Dirt haul complete, grading at sports complex.
- **PD/PW HQ BUILDING (MILTON E. FRECH, JR. OPERATIONS CENTER)** Regular Project Status Update meetings conducted as scheduled.
- **RR SQUARE** Working on final architectural and mitigation efforts.
- **PUBLIC WORKS** Application approved for dredging at the boat ramp in the campground.
- **HAZARD MITIGATION PLAN** – Reviewed plan and worked with County update.
- **NPDES** – Quarterly review and inspection. Coordination with SSO to MDE.
- **BRUNSWICK MAINSTREET** – Coordinated price on new sign for train viewing platform.
- **BRUNSWICK PRESERVATION & REVITALIZATION COMMITTEE** Meeting with *Vacant Properties Working Group* to discuss ordinance updates and review City of Frederick VPO Beginning Draft Ordinance. Next Meeting 9/13/2021 at 6:00 PM (Virtual Meeting).
- **DPW/P&Z: TECHNOLOGY/GIS** Loaded and transfer to new GIS license. Revised trash collection map.
- **RT 17 BRIDGE INSPECTION** – Inspection completed no items found that needed immediate attention report pending.

PLANNING COMMISSION AND BOARD OF APPEALS

- Planning Commission did not meet in July and no meeting scheduled for August.
- No BoA meeting in July and no meeting is scheduled for August.

PERMITTING AND CODE ENFORCEMENT

- 24 Zoning Certificates issued in July.
- 15 U&O's issued July.
- 65 Code Enforcement Actions recorded in July.

21-258	25-484401	7/2/2021	1822	Katie Sprinkle Key Solar Solutions	813	East B Street	Solar Installation
21-259	25-596538	7/6/2021	29	Stitely / Brendan Casey	1205	Tide Lock Street	Deck
21-260	25-465199	7/6/2021	724	Garet Ellis	601	Brunswick Street	Temporary Dumpster
21-261	25-474198	7/6/2021	6	Gary Best	239	Wintergreen Lane	Temporary Dumpster
21-262	25-471628	7/6/2021	1578	Dean Moore	407	East E Street	SFD
21-263	25-599731	7/6/2021	29	Armor Fence LLC	655	Central Avenue	Fence
21-264	25-484495	7/7/2021	1572		412	East E Street	Yard Sale
21-265	25-599392	7/9/2021	29	David Prasek	1202	Pennington Drive	Other
21-266	25-487974	7/12/2021		Tomson Mosongo Ngassa	27	Sheridan Lane	Fence
21-267	25-480740	7/13/2021	1466	Michele Sigler	508	Second Avenue	Renovations
21-268	25-597724	7/13/2021	29	Terry Paige	1221	Shenandoah View Parkway	Fence
21-269		7/14/2021		Sai Rang LLC / Jerry's Liquors	8	Petersville Road	Signage
21-270	25-590963	7/15/2021	29	Robert J. Simplins	1126	Long Farm Circle	Renovations
21-271	25-464753	7/19/2021		Joseph F. Reckley	512	Ninth Avenue	Fence
21-272	25-479904	7/19/2021	1338	Glenda Moris	21	West I Street	Fence
21-273	25-482190	7/20/2021	697	Christy Boggs / EB and Son Landsacping	511	Brunswick Street	Fence
21-274	25-591973	7/21/2021	29	Tri County Fence and Decks	1109	Dargon Quarry Lane	Fence
21-275	25-599416	7/21/2021	29	Ashley Schaeffer	1201	Enfield Farm Lane	SFD
21-276	25-492501	7/22/2021	29	Armor Fence LLC	732	Potomac View Parkway	Fence
21-277	25-468449	7/23/2021	1910	Eric Moore General Contracting LLC	9	Tenth Avenue	SFD
21-278	25-469259	7/23/2021	898	Arrow Automotive	218	Petersville Road	Business License/Change of Business Owner
21-279	25-479920	7/23/2021		Shannon & Jeffrey Oden	603	Sixth Avenue	Pool
21-280	25-485459	7/27/2021	1036	Lay / David Wiles (Wiles Contracting)	10	Third Avenue	Deck
21-281	25-599407	7/28/2021	29	Wendy Flores	1210	Shenandoah View Parkway	Deck

U&O Log 2021

Item #	U&O #	Receipt Date	Street #	Street Address	Developer	AP #	Issuance Date
61	21-61	7/6/2021	1299	Village Green Way	Dan Ryan Builders	317198	7/6/2021
62	21-62	7/9/2021	1506	Crampton Street	K. Hovnanian Homes	325847	7/8/2021
63	21-63	7/9/2021	1504	Crampton Street	K. Hovnanian Homes	325844	7/8/2021
64	21-64	7/9/2021	1508	Crampton Street	K. Hovnanian Homes	325849	7/8/2021
65	21-65	7/9/2021	1502	Crampton Street	K. Hovnanian Homes	325840	7/8/2021
66	21-66	7/12/2021	1283	Village Green Way	Dan Ryan Builders	320012	7/12/2021
67	21-67	7/14/2021	1200	Younkins Drive	Dan Ryan Builders	317639	7/14/2021
68	21-68	7/16/2021	1317	Crampton Place	Dan Ryan Builders	317569	7/16/2021
69	21-69	7/19/2021	1511	Crampton Street	K. Hovnanian Homes	323115	7/19/2021
70	21-70	7/21/2021	1509	Crampton Street	K. Hovnanian Homes	323113	7/21/2021
71	21-71	7/21/2021	1515	Crampton Street	K. Hovnanian Homes	323117	7/21/2021
72	21-72	7/23/2021	1513	Crampton Street	K. Hovnanian Homes	323111	7/23/2021
73	21-73	7/23/2021	1305	Scheer Street	Dan Ryan Builders	320005	7/23/2021
74	21-74	7/27/2021	1305	Crampton Place	Dan Ryan Builders	327309	7/27/2021
75	21-75	7/28/2021	1191	Potomac View Parkway	Dan Ryan Builders	308605	7/28/2021

July Code Enforcement Log					
	Courtesy Notice	Violation Notice	Citation/ Fine - \$50 (First)	Citation /Fine - \$600	Totals for July
City Personnel Observation	14	31	0	1	46
Livestock	0	1	0	0	1
Property Trash	7	1	0	0	8
Vehicles	0	4	0	0	4
Property Maintenance	0	1	0	1	2
Overgrowth	4	11	0	0	15
Other - Describe in Details	1	4	0	0	5
Property Repair	1	0	0	0	1
Trash Prohibition	1	9	0	0	10
Complaint Filed	4	13	2	0	19
Property Trash	2	0	0	0	2
Vehicles	0	3	0	0	3
Overgrowth	2	4	0	0	6
Other - Describe in Details	0	0	1	0	1
Trash Prohibition	0	6	1	0	7
Totals for July	18	44	2	1	65

Month	Littering	Livestock	Signs	Property Trash	Snow and Ice	Vehicles	Animal Waste	Property Maint.	Overgrowth	Other	Property Repair	Unsecured Vacant Prop.	Trash Prohibition	Grand Total
January	0	0	0	3	0	0	0	3	0	1	6	0	0	13
February	0	0	0	1	10	0	0	0	0	0	0	1	0	12
March	3	1	0	8	0	2	1	0	0	1	0	0	2	18
April	1	0	0	4	0	0	0	0	9	1	1	1	1	18
May	0	0	0	4	0	1	0	0	18	0	0	0	0	23
June	1	0	1	7	0	0	0	0	23	8	1	0	2	43
July	0	1	0	10	0	7	0	2	21	6	1	0	17	65
Grand Total	5	2	1	37	10	10	1	5	71	17	9	2	22	192

JULY 2021 ELECTRIC

- Check out Square Corner Park prior to July 4th festivities.
- Repair site panel D-5/6 after being hit by camper at campground
- Repair site A-2 receptacle at campground.
- Repair site D-12 receptacle at campground.
- Repair site B-1 receptacle at campground.
- Repair light fixture in council room.



THE CITY OF BRUNSWICK MARYLAND

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WATER PLANT PROJECTS AND MAINTENANCE FOR July 2021

- Staff acid washed and flushed the clarifiers
- Drained and cleaned both sedimentation basins
- Build up on the intake screen required us to go out into the river and clean the screen several times
- Low river levels are causing flows to decrease
- The gate valve that stops river water from entering the intake wet well broke at the coupler above the valve. The intake was pumped out and the valve was repaired
- The bulk storage tank for hypochlorite was contaminated by a steel float that was provided by the tank manufacturer. Maryland Chemical cleaned the tank and a credit was given to the City's account
- A new chemical feeder was installed and programmed at the 1 million gallon storage tank for hypochlorite
- MTD programmed the 1 million gallon storage tanks pumps for use in Automatic mode
- The Quarterly Biological Monthly Reports were submitted to MDE
- The Quarterly Discharge Reports were submitted to the EPA
- New 5200TU turbidity units were installed on all 3 filters.
- Dennis Chlorination performed annual service on the chlorinator regulators, ejectors and replaced all tubing

Yourtee Springs-

- Siding has been installed on the building
- Gutters are on the building
- Interior painting has begun
- The beams are installed for the flooring support
- Public works cleared brush and trimmed grass and weeds



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CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

June 2021 **TOTAL** **DAILY AVERAGE**

RAW WATER-POTOMAC RIVER PLANT	20,396,000 GALLONS	658,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS
EFFLUENT WATER-POTOMAC RIVER PLANT	18,626,000 GALLONS	601,000 GALLONS

June 2020 **TOTAL** **DAILY AVERAGE**

RAW WATER-POTOMAC RIVER PLANT	19,862,000 GALLONS	641,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS
EFFLUENT WATER-POTOMAC RIVER PLANT	18,430,000 GALLONS	595,000 GALLONS

DIFFERENCE **TOTAL** **DAILY AVERAGE**

RAW WATER-POTOMAC RIVER PLANT	+534,000 GALLONS	+17,000 GALLONS
YOURTEE SPRINGS	0 GALLONS	0 GALLONS



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Wastewater Department

Report to the Mayor & Council

August 10th 2021

1. **Pat Miglio received his Maryland Wastewater 5A License.** To become a fully licensed Operator, Pat had to pass a very challenging exam and successfully complete the required training hours. Pat now holds the highest level and most difficult to obtain Operator Certification that Maryland offers.
2. We lowered the operating level in the SBR's. This will provide additional room in the basins during high flow events.
3. We updated the Stormwater Pollution Prevention Plan at the Wastewater Treatment Plant.
4. We had no reportable accidents or wastewater discharge permit violations.

Sincerely,

Jeremy C. Mose
Wastewater Superintendent

Attachment(s) - July 2021 Flow & Sludge Spreadsheet

**City of Brunswick, MD - Wastewater Treatment Plant
Flow & Sludge Spreadsheet - Cumulative for Calendar Year 2021**

Month	Total Influent MG	Influent MGD AVG	Total Effluent MGD	Effluent MGD AVG	Effluent Max Flow MGD	Effluent Min Flow MGD	Rainfall Total Inches	Sludge Wet TONS	Sludge Dry TONS	Avg. % Solids	Gallons of Water Hauled to the Lanfill
January	21.798	0.703	18.445	0.595	1.189	0.401	2.20	135.82	19.04	14.05	28005
February	22.992	0.821	19.567	0.699	1.397	0.494	4.70	130.47	18.6	14.25	26827
March	22.531	0.727	20.053	0.647	1.468	0.488	3.20	154.66	22.06	14.33	31799
April	20.508	0.684	18.567	0.619	0.750	0.468	4.10	107.27	15.51	14.46	22005
May	18.776	0.606	17.350	0.560	1.029	0.432	5.10	40.06	6.18	15.45	8125
June	25.219	0.841	21.430	0.714	2.492	0.467	7.30	177.55	27.83	15.69	35904
July	18.088	0.583	15.867	0.513	0.728	0.361	3.90	175.67	24.97	16.25	36139
August											
September											
October											
November											
December											
YTD Total	149.912	4.965	131.279	4.347	9.053	3.111	30.50	921.5	134.19		188803
YTD Avg	21.416	0.709	18.754	0.621	1.293	0.444	4.36	131.64	19.17	14.93	23352



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**Mayor & Council
Brunswick Crossing –
Letter of Credit Release
Final Release
Hotel Public Water
Staff Report
August 10, 2021**

BACKGROUND:

On February 18, 2020, Public Works completed inspection of the Public Water Brunswick Crossing Holiday Inn and Express and found it to be satisfactory. This staff report is to request that the Mayor & Council agree to final release of Letter of Credit.

A Letter of Credit for the 15% contingency in the amount of \$8,133.15 remains (Letter of Credit No. SB21763-00001). This staff report is to request that the Mayor and Council agree to the final release of the Letter of Credit surety for Brunswick Crossing LLC so the account may be closed.

ANALYSIS:

15% contingency: Letter of Credit No. SB21763-00001 in the amount of \$8,133.15
Performance Bond No. in the amount of \$54,221.00 has already been released (August 11, 2020)

RECOMMENDATION:

Staff recommends that Mayor & Council consent to final acceptance of the Hotel Public Water and agree to the release of the Letter of Credit in the amount of \$8,133.15.